



United States Department of the Interior
OFFICE OF THE SOLICITOR
Washington, D.C. 20240



December 23, 1999

Memorandum

To: Director, Office of Aircraft Services,
Policy, Management and Budget

From: Robert S. More, Associate Solicitor
Division of Administration

Subject: Use of Government-Owned and Operated Aircraft

Pursuant to OMB Circular A-126 and 41 C.F.R. Subpart 101-37.4, approval by the Solicitor or Deputy Solicitor is required for the use of government aircraft by senior Federal officials, members of their families, and non-Federal travelers. (The term "senior Federal officials" includes any departmental employee whose pay is equal to or greater than the minimum rate of basic pay for the Senior Executive Service.) This memorandum is a reminder of the procedures that Bureaus and Offices within the Department should use in requesting such approval. Please distribute this memorandum to all affected organizations.

Requests for approval of government aircraft travel should be submitted to this office (Office of the Solicitor, Division of Administration) using form OAS-110, or its equivalent. Detailed cost information should be provided for all applicable categories, including ground transportation costs, employee diem, hourly flights rates, and crew standby charges. If the cost comparison shows that the travel method chosen is not the most cost-effective of the options available, additional detailed information should be provided showing why a less cost-effective method was chosen. For example, if use of a commercial airline, although cheaper, would not allow the travelers to make their meeting schedule, a statement to that effect should be provided, along with an explanation as to why the meeting schedule could not be changed to take advantage of the cheaper travel method.

Completed requests for approval should be sent to this office by mail (MS 7456-MIB) or facsimile (202-219-6780) at least five work days prior to the scheduled travel. This will allow sufficient time for review, surnaming, and approval or disapproval of the request by the Solicitor or Deputy Solicitor. This office will notify the requesting organization promptly upon receipt of approval or disapproval from the Solicitor or Deputy Solicitor.

Questions concerning this memorandum maybe directed to Pat Taborn at 202-208-6538.